



**CT COUNCIL ON DEVELOPMENTAL DISABILITIES  
JOB OPPORTUNITY  
DIRECTOR OF COUNCIL ON DEVELOPMENTAL DISABILITIES**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 460 Capitol Ave., Hartford

**Job Posting No:** 15455

**Hours:** 40 hours/week – Monday - Friday (1st shift. Incumbents may be required to work some evenings and weekends)

**Salary:** \$80,261–\$109,428 (MP-63) (Employees new to state service start at minimum of range)

**Closing Date:** June 12, 2017

**This is a competitive classification that DOES NOT require candidates to have applied for and passed the DIRECTOR OF COUNCIL ON DEVELOPMENTAL DISABILITIES exam in accordance with DAS General Letter 222. EXAMINATION IS NOT REQUIRED.**

**Applicants must be committed to, and willing to promote, the full and unconditional inclusion of people with disabilities, regardless of severity of disabilities, in valued roles and non-segregated environments in neighborhoods and communities.**

**Knowledge, Skills and Abilities:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of social role valorization theory or normalization theory and practice; considerable knowledge of practices regarding services and supports for people with developmental disabilities and their families; knowledge of budget development and management; knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills.

**General Experience:** Seven (7) years of experience in care, education, rehabilitation, training or treatment of persons with developmental or physical disabilities.

**Special Experience:** One (1) year of the General Experience must have been in a management capacity.

Note: Managerial capacity is defined as full time managerial responsibility for major programs. Position will have supervisory responsibilities but the emphasis should be managerial activities: planning, organizing, directing and controlling resources of a major subdivision of an agency or organization.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in business administration, public administration, public policy, special education or related field may be substituted for one (1) additional year of the General Experience.

**Special Requirement:**

- Incumbents in this class will be required to travel, some of which may be out of state.
- Incumbents may be required to work some evenings and weekends.

**Preferred Skills & Experience:**

- Ability to collaborate with other agencies
- Ability to multi-task a significant number of activities within a small agency with only 3 staff
- Considerable knowledge of the scope of programs, laws, policies and issues impacting people with disabilities
- Ability to develop and implement training for Council members and other self-advocates, parent and providers
- Ability to develop reports, collect and evaluate data regarding Council programs and initiatives
- Considerable knowledge of practices regarding full inclusion of people with developmental disabilities and their families in their communities
- Demonstrated ability to master fiscal practices

**Examples of Duties:** Please see the DAS job classification for [DIRECTOR OF COUNCIL ON DEVELOPMENTAL DISABILITIES](#) for examples of duties.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Note:** This is a federally funded position under the Developmental Disabilities Act and will be working for the CT Council on Developmental Disabilities. Further information about the Council at [www.ct.gov/ctcdd](http://www.ct.gov/ctcdd).

**Note:** The CT Council on Developmental Disabilities receives administrative support from the Department of Developmental Services.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Department of Developmental Services  
Human Resources  
155 Founders Plaza/255 Pitkin Street-2<sup>nd</sup> Floor  
East Hartford, CT 06108  
Attn: Daimar Ramos  
Email: [DDS.CO.Recruiting@ct.gov](mailto:DDS.CO.Recruiting@ct.gov) Fax: (860) 920-3045 Phone: (860) 263-2625**

**Preferred method of delivery is via email**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Teresa Gonzalez at 860-418-6122 or [Teresa.Gonzalez@ct.gov](mailto:Teresa.Gonzalez@ct.gov)